Göttingen Economics Department Seminar (GEDS): *Guide for Speakers*

Thank you for accepting our invitation to present your research at the Göttingen Economics Department Seminar (GEDS). This guide summarizes the most important information for your visit.

Your host and the Department Coordination Team will support you throughout the preparation of your visit. If you have any organizational questions, please do not hesitate to contact us at vwl-support@uni-goettingen.de.

What we need from you

Presentation title and abstract (at least two weeks before the seminar)
Please send us the title and abstract of your presentation by email to vwl-support@uni-goettingen.de no later than two weeks before the seminar. Please include the seminar date and your name in the email subject.

Your presentation title and abstract will be used for the communication and promotion of the seminar, including the GEDS website and the seminar announcement.

1:1 Meetings
Please coordinate directly with your host regarding the number and timing of the 1:1 meetings. We recommend offering approximately five meetings of 30 minutes each.

Your host will organize a suitable meeting room and coordinate the meeting schedule with us. We will then prepare the registration form and include the available meeting slots in the seminar announcement.

Dinner or Lunch (optional)

Please coordinate with your host whether a dinner after the seminar or an optional lunch at the Mensa will take place. If a social event is planned, your host will inform us about the agreed time and location. We will then prepare a registration form and include it in the seminar announcement, allowing interested participants to sign up. This enables both you and your host to keep track of the expected number of participants.

Travel expenses

Please coordinate the reimbursement of your travel expenses directly with your seminar host, who will arrange the reimbursement procedure.

What we take care of

Communication

We will contact you approximately two weeks before the seminar if any information required for the seminar organization is still missing. We also coordinate the organizational communication with your host throughout the preparation of your visit and are happy to assist with any additional organizational questions before your visit.

Seminar information and announcement

Your presentation title, affiliation, seminar date, time, and venue will be published on the GEDS website.

Approximately one week before the seminar, you will receive the official seminar announcement, which summarizes all relevant information about your visit in one place. This includes the seminar date, time, venue, directions to the seminar room, and the registration links for the 1:1 meetings and the optional dinner or lunch. This enables you and your host to keep track of the current registrations for these activities.

Useful links

GEDS website: https://www.uni-goettingen.de/de/622842.html

Campus map: https://lageplan.uni-goettingen.de/